



**AGENCY PROMOTIONAL EXAMINATION**  
**DEPARTMENT OF VETERANS' AFFAIRS**  
**SUPERVISOR OF FOOD SERVICES**

**ANNUAL \$69,636**  
**SALARY: \$90,581**

**SALARY**  
**GROUP: TC 26**

**APPLICATION CLOSING**  
**DATE: DECEMBER 30, 2014**

**EXAM**  
**NO: 141720APRB**

**SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.**

**PURPOSE OF CLASS:** At the Veterans' Home and Hospital this class is accountable for assisting with the supervision of the food service operation.

**MINIMUM QUALIFICATIONS REQUIRED**

THIS **PROMOTIONAL EXAMINATION** IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF VETERANS' AFFAIRS** WHO BY **DECEMBER 30, 2014** HAS PERMANENT STATE STATUS\*, SIX MONTHS SERVICE IN THE **DEPARTMENT OF VETERANS' AFFAIRS**, AND THE FOLLOWING EXPERIENCE AND TRAINING:

**GENERAL EXPERIENCE:** Six years of experience in institutional or commercial food service involving at least 400 complete meals daily.

**SPECIAL EXPERIENCE:** One year of the General Experience must have been in an administrative or planning capacity. **Note:** For State Employees this is interpreted at or above the level of Supervising Chef.

**SUBSTITUTIONS ALLOWED:** College training in dietetics, hotel/restaurant management, nutrition or a related field may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of modern methods, materials and equipment used in large scale food preparation and service; considerable knowledge of safety and sanitary problems related to large scale food service; knowledge of principles and practices of food preparation and service; knowledge of relevant State and Federal laws, statutes and regulations; knowledge of methods of controlling food costs; considerable interpersonal skills; considerable oral and written communication skills; ability to utilize computer software; supervisory ability.

**THE EXAMINATION WILL BE COMPOSED OF:**

**PART**  
**EXPERIENCE AND TRAINING**

**WEIGHT**  
**100%**

**APPLICATION/EXAMINATION INSTRUCTIONS:** In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. (Make certain to include in your description the number of complete meals you prepare daily.) **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS.** Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by December 30, 2014. Mail your application to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 **(Secure Fax #860-622-2910)**. **If faxing materials, keep a copy of your completed application form and exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.**

Due to the large number of applications received, we cannot confirm receipt of applications. **Examination scores will be mailed by February 13, 2015. A separate application form must be submitted for each exam you are applying for.**

**FORMS:** Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Department of Veterans' Affairs.

*\*For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full time or full time equivalent).*

7122

December 11, 2014

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.

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